

ATTACHMENT A
Application for Permit to Use City-Owned Facilities

Please select one of the following:

<input type="checkbox"/> City Hall Training Room 9500 Civic Center Drive Thornton, CO 80229 303-538-7325	<input type="checkbox"/> City Hall Council Conference Room 9500 Civic Center Drive Thornton, CO 80229 303-538-7329	<input type="checkbox"/> Fire Station No. 5 Community Room 14051 Colorado Boulevard Thornton, CO 80602 303-538-7602
---	---	--

Please indicate status:

☐ Resident ☐ Non-Resident ☐ Non-Profit Organization*

****If Non-Profit Organization, please provide documentation of non-profit status.***

Date Requested: _____

From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Applicant's Name (must be 18 years old): _____

Applicant's Phone Number: _____

Applicant's Address: _____

Organization Name: _____

Applicant's Title: _____

Organization Address: _____

Type of Function: _____

Number of Participants: _____

Specific Conditions/Requests: _____

Applicant must provide a copy of his/her driver's license.

For Internal Use

☐ Approved ☐ Denied

Signature

Date

Note: Thornton reserves the right to cancel this reservation per Section 3.2b3.

Attachment B
CITY FACILITY RENTAL AGREEMENT

No alcohol will be allowed in any City facility without an approved alcohol permit.

Room must be left at the end of the rental period in the same manner as it was received. This includes floors, tables, etc., which must be cleaned. If the City facility condition is not returned to its original condition at the City-designated employee's sole discretion, the City will take whatever steps are necessary to restore the City facility back to its original condition. The applicant shall be responsible for restoration costs.

The service and consumption of food and beverages shall be confined to designated areas.

The reservation holder must be present at the facility during the hours of approved use.

Smoking is prohibited in all City facilities.

It is the responsibility of the applicant to clear the rental area of all trash, place all trash in the provided trash cans, and remove all supplies brought in by the renter at the end of the rental period. The facility will not store or be held responsible for items left after the rental period.

The area(s) designated on the Facility Rental Application form will be the only area(s) which will be utilized. (Men's and women's restrooms are the exceptions.)

Music and noise must be kept at reasonable levels.

Unusual rowdiness or physical/verbal abuse to a staff member, patron or City property may result in immediate termination of the event.

The City of Thornton will not be responsible for lost or stolen articles during the time of use by an individual, group, or organization.

Children must be supervised at all times.

Parking, loading, and unloading are only permitted in designated areas.

Rental fee is non-refundable if room reservation is cancelled less than 24 hours prior to rental.

I have read and agree to the conditions specified above.

Signature of Applicant

Date

ATTACHMENT C
CITY FACILITY RENTAL FEE SCHEDULE

CITY HALL

9500 Civic Center Drive

Thornton, CO 80229

Contact Support Services: 303-538-7325

- 1) Council Conference Room: Seating for 16 at stationary table with additional seating at room perimeter. Mounted marker board is available for use. Dry Erase markers, coffee, supplies, and any additional audio/visual equipment must be provided by the organization. No food is allowed.
- 2) Training Room: Tables and chairs can be arranged to seat up to 105 individuals. Raised podium area has mounted marker board available for use. Dry Erase markers, coffee, supplies, and any additional audio/visual equipment must be provided by the organization. Snack foods are allowed.

Monday – Friday; 8:00 a.m. to 10:00 p.m.:

Non-profit organizations, residents, City-affiliated organizations, other government uses, School Districts located within the City, Thornton community organizations and metropolitan districts and other special districts: no charge

Non-Residents: \$20 fee plus \$20 per hour

Weekends and Holidays:

Facilities are not available for weekend and holiday use.

FIRE STATION NO. 5

14051 Colorado Boulevard

Thornton, CO 80602

Contact Fire Administration: 303-538-7602

- 1) Community Room: Tables and chairs can be arranged to seat up to 88 individuals. Mounted marker board is available for use. Dry Erase markers, coffee, supplies, and any additional audio/visual equipment must be provided by the organization. Snack foods are allowed. No alcohol is allowed.

Sunday – Saturday; 8:00 a.m. to 10:00 p.m.:

Non-profit organizations, residents, City-affiliated organizations, other government uses, School Districts located within the City, Thornton community organizations, and metropolitan districts and other special districts: \$20 fee

Non-Residents: \$20 fee plus \$20 per hour

Holidays:

Facilities are not available for holiday use.